

HOW TO OPEN E-BOOKS **GUIDE**

Table of Contents

Apple Mobile Devices and Computers:

Apple “Books” app	3
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Android Mobile Devices:

“Google Play Books” app	4
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Windows Computers:

“Adobe Digital Editions” app	5
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Kindle Devices	6
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HOW TO OPEN E-BOOKS IN THE

“Books” app on Apple mobile devices and computers



- The Apple “Books” app is pre-installed on all Apple devices and computers, but if it has been removed you can download it from the Apple app store.
- Open the website link provided to you for downloading the e-Book.
- Click the filename of the e-Book.
- Follow all prompts to download the e-Book to your device.
- When prompted,* select to open the e-Book in the “Books” app.
- The e-Book will automatically appear in your Apple “Books” app Library.
- Open the “Books” app and click on the cover image for the e-Book that you would like to open.
- If you want to delete the e-Book from your “Books” app library, locate the e-Book in your “Books” app library and tap on the three dots that appear in the lower right corner below the e-Book cover image. Select “Remove” and select your choice: “Remove from Reading Now” (will remove the e-Book from showing up in your “Books” app library in the “Reading Now” list), “Remove Download” (will remove the e-Book from the device you are currently on), or “Delete Everywhere” (will remove the e-Book from all Apple devices that are synced to your iCloud account).

*If no prompt appears, check your downloads in the Safari app via the blue download arrow in the bottom left corner (mobile devices) or your “Downloads” folder in Finder (computers).

HOW TO OPEN E-BOOKS IN THE

“Google Play Books” app on Android mobile devices



- Download the free “Google Play Books” app to your Android mobile device from the Google Play Store.
- Open the website link provided to you for downloading the e-Book.
- Click the filename of the e-Book.
- Follow all prompts to download the e-Book to your device.
- Once the file is downloaded, navigate to your “My Files” app, select “Downloads”, and click on the .epub file that is listed at the top.
- Select “Upload to Play Books” with the “Google Play Books” app logo + “Just once” to open your e-Book file in the “Google Play Books” app.
- Open the “Google Play Books” app and click on the cover image for the e-Book that you would like to open.
- If you want to delete the e-Book from your “Google Play Books” app library, locate the e-Book in your “Google Play Books” app library and click the three dots icon to open the menu. Select “Delete uploaded book.”

HOW TO OPEN E-BOOKS IN THE

“Adobe Digital Editions” app on a Windows computer



- Download and install the free “Adobe Digital Editions” app to your Windows computer from the [Adobe website](#).
- Open the website link provided to you for downloading the e-Book.
- Click the filename of the e-Book.
- Follow all prompts to download the e-Book to your computer.
- Navigate to the “Downloads” folder on your computer and locate the e-Book file you downloaded.
- Right click the e-Book file and select “Open with” and select “Adobe Digital Editions”.
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HOW TO OPEN E-BOOKS ON Kindle Devices



- On your computer open the website link provided to you for downloading the .mobi file of the e-Book.
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